

**Notice of Funding Available:  
Children's Justice Act Grant (CJAC) FFY 2013  
In Partnership with  
The Children's Justice Act Committee**



**Electronic Submission Deadline: June 18, 2013 3:00 PM  
Hard Copies Submission Deadline: June 20, 2013 3:00 PM**

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
(410) 821-2828  
Info@goccp.state.md.us

Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
Tammy Brown, GOCCP Executive Director

**ELIGIBILITY**

GOCCP is making \$214,000 available to eligible state and local units of government, non-profit organizations, and faith-based organizations that demonstrate knowledge of and commitment to improving the administrative, judicial, and/or investigative handling of criminal and/or civil child abuse and/or neglect cases.

**IMPORTANT NOTES**

Applicants are required to apply for grant funding through the GOCCP online application process located at [www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms). From the homepage, click on the Children's Justice Act (CJAC) grant program heading. From there, you will be able to begin the application process. To access training videos and guides, please follow this link: [www.goccp.maryland.gov/gms-training/](http://www.goccp.maryland.gov/gms-training/). All application documents must be submitted in hardcopy to GOCCP no later than 3:00 PM on June 20, 2013 (Electronic submission is due by 3:00 p.m. on June 18, 2013).

## GETTING STARTED

The Governor's Office of Crime Control & Prevention (GOCCP) is pleased to offer the **Children's Justice Act (CJAC)** grant. GOCCP and the Children's Justice Act Committee are looking for sub-recipients that demonstrate knowledge of and commitment to improving the administrative, judicial, and/or investigative handling of civil and/or criminal child abuse and neglect cases.

I hope our office becomes a valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, contact Jessica Winpigler at 410-821-2824 or [Jwinpigler@goccp.state.md.us](mailto:Jwinpigler@goccp.state.md.us).

GOCCP success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at [info@goccp.state.md.us](mailto:info@goccp.state.md.us).

We look forward to working with you.

Sincerely,

Tammy Brown  
Executive Director  
Governor's Office of Crime Control & Prevention

**Governor's Office of Crime Control & Prevention Mission:**

GOCCP exists to educate, connect, and empower Maryland citizens and public safety entities through innovative funding and results-oriented customer service that seeks, supports and promotes best practices for the safety of Maryland's communities.

## **I. BACKGROUND**

In 2003, the President signed the Keeping Children and Families Safe Act, Public Law 108-36. The law reauthorizes and amends Section 207(a) of Title I of the Child Abuse Prevention and Treatment Act (CAPTA), originally enacted in 1974, that authorizes grants to States for the purpose of developing, establishing and operating programs designed to improve:

1. Assessment and investigation of suspected child abuse and neglect cases, including cases of suspected child sexual abuse and exploitation, in a manner that limits additional trauma to the child and the child's family;
2. Assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
3. Investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
4. Assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse and/or neglect.

Funding for this initiative is made available through the federal Children's Justice Act (CJA) grant program, which was developed in 1986 by Congress as Section 109 of CAPTA that establishes priority areas and criteria for funding based on a triennial assessment conducted by the CJA Task Force (in Maryland this is the Children's Justice Act Committee) of the administrative, judicial, and investigative handling of criminal and/or civil child abuse and neglect with an emphasis on child sexual abuse. Within its targeted areas of focus, the three immediate goals of the CJA program are to:

- Improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused;
- Develop and implement experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused; and
- Reform State laws, ordinances, regulations, protocols and procedures to provide comprehensive protection for children from abuse, including sexual abuse and exploitation, while ensuring fairness to all affected persons.

## **II. ELIGIBILITY CRITERIA**

Applicants are limited to state and local governments, non-profit organizations, and faith-based organizations.

### **Faith-Based Organizations**

Faith-based organizations applying for CJAC funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, CJAC funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with CJAC grant funds; such religious activity must be separate (in time and/or place) from the CJAC funded program. Further, participation in such religious activity by individuals receiving services must be voluntary.

### 501c3 Status

To be eligible for funding under the CJAC program, non-profit organizations must have documentation of their Section 501 (c)(3) status. IRS recognizes the Non-Profit (NP) as a 501(c)(3) or (4).

**NOTE: NP status does not always mean tax exempt. For example: under IRS 501 (c) regulations the (3) is a NP that is tax exempt, and (4) is a NP that must pay taxes.**

An organization must provide proof of this status by submitting a Statement from the State taxing body (address under the NP's federal EIN) or the Secretary of State Certifying:

- a) Organization is a non-profit operating within the State; and
- b) No part of the organization's net earnings may lawfully benefit any private shareholder or individual

Organizations may also submit a certified copy of certificate of incorporation or similar document establishing non-profit status. For any of the above, if it applies to a State or national parent organization, the organization must submit a statement by the State or parent organization that the applicant is a local non-profit affiliate.

### III. IMPORTANT DATES

Dates	Actions	Comments, Locations and Responsibility
June 3, 2013	Last Day to request Grants Management System (GMS) Login Information	IT Department GPT@goccp.state.md.us  *Instructions are on our website at www.goccp.maryland.gov
June 18, 2013 3:00 PM	Electronic copies of applications due at GOCCP	Applications must be submitted electronically no later than 3PM
June 20, 2013 3:00 PM	Hardcopies of applications due at GOCCP	Applications must be received at GOCCP no later than 3PM
August, 2013	Letters of intent/denials mailed	GOCCP Program Manager
October 1, 2013	Project Start Date	

### IV. UNALLOWABLE COSTS

Unallowable costs include, but are not necessarily limited to postage, printing, rent, indirect costs, fax, food, and miscellaneous items.

**NOTE: Supporting child abuse prevention programs or direct care treatment services is **NOT** an appropriate use of CJAC funds. Examples of direct care treatment services include, but are not limited to: medical examinations, mental health treatment, and forensic interviewing.**

## **V. WHAT AN APPLICATION MUST INCLUDE**

### **A. PROJECT TITLE**

The project title should be brief, precise, and reflect what is being funded. For example: "CASA Training", "Law Enforcement Specialized Training", or "Neighborhood Youth Panel."

### **B. PROJECT SUMMARY**

The Project Summary provides a concise summary of your proposal in 100 words or less. GOCCP would like to make writing the project summary as simple and consistent as possible. Use the following template for your project summary:

The \_\_\_\_Implementing Agency's<sup>1</sup>\_\_\_\_Project Title<sup>2</sup>\_\_\_\_ program targets juvenile justice system youth who are on probation and at-risk of out-of-home placement. The program supports \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.<sup>3</sup> Program funds provide \_\_\_\_\_, \_\_\_\_\_, and/or \_\_\_\_\_.<sup>4</sup>

**You will need to make the following additions/changes to the above template:**

1. The beginning of the first sentence contains the Agency name.
2. Insert the Project Title.
3. Write 1-2 sentences describing how program funds address the problem.
4. Summarize the major grant-funded line items or services detailed in the budget section.

The summary's purpose is to provide a layman's explanation for the proposed project and goals. Refer to: <http://www.goccp.maryland.gov/grantDatabases/awarded-grants-search.php> (select "**Juvenile Justice Policy**" for Program Area, click '**Select All Counties**' box, and select '**Children's Justice Act Grant Program**' for 'Programs') for examples of project summaries for current grant programs. Model your summary and title after these examples (or the template above).

### **C. PROGRAM NARRATIVE**

The program narrative provides a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with one inch margins, not exceeding 15 pages using a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 10", etc. Text for the narrative is stored as rich text, or formatted text, which means that you can paste narrative into the application from a word-processing program. If you type your narrative text directly into this application, you can still format it like you would in a word processor, using bullet and numbered lists, indentation, and bold/italic characters, all accessible from the Editing Toolbar. Additional documents (included in an appendix) such as tables, charts, pictures, etc. may be referenced within the program narrative section.

In an eight-section, outline-styled format, provide the following information (**retain all numbering and headers below**):

#### **1. CJAC Priority Areas**

This section must identify the CJAC priority area that the proposed program/activity will fall under and specifically detail how the program relates to the priority area. The CJAC priority areas are:

- a. Enhance the ability of law enforcement to appropriately recognize, assess, and investigate child abuse and/or neglect and to identify threats to a child's safety during police responses to suspected child abuse and/or neglect cases.**

Suggested Activity/Approach:

- Develop and pilot a safety instrument for police responders to child abuse reports, for use as a tool in assessing the risk and danger to children from abuse and violence in the home. Applicant must assure law enforcement agency collaboration in this process, and the tool developed should be made available and applicable for ultimate statewide use.

Desired Outcomes:

- Law enforcement personnel are sufficiently trained to detect and take appropriate action on suspected child abuse and/or neglect cases with special attention given to better identifying and responding to child safety threats.

**b. Enhance the skills of Court Appointed Special Advocates and lawyers who represent children (i.e., CINA, dependency cases, etc.) in handling child maltreatment cases, and enhance court sensitivity to child victims & witnesses while also improving the courts' handling of cases involving very young children.**

Suggested Activities/Approaches:

- Develop skill-building trainings for CASA volunteers and children's lawyers. Emphasis should be placed on local trainings addressing issues and topics of emerging importance that can be later replicated throughout the State.
- Address, through such training and materials, the urgent needs of children and youth, such as youth who will be aging out of foster care and youth with disabilities who will need aid in assuring they receive adult health and rehabilitation services after transitioning to adulthood, etc.)
- Expand the capacity of CASA programs to increase the percentage of children served and the timeliness of the appointment of advocates, through innovative projects with measurable benefits (i.e., increased volunteer retention rates, earlier assignment of volunteers, etc.) that may be replicated throughout the State.
- Provide support for innovative courthouse facility changes, special child-focused courtroom assistance, or targeted child witness education (i.e., court schools).

Desired Outcomes:

- CASA and lawyers are better trained in subject areas of emerging importance.
- A higher percentage of the children under the court's protection are provided with advocates, and advocates are assigned earlier in the court process.
- Judges are better trained and more sensitized to handling child abuse and neglect cases.

**c. Enhance response to child abuse in institutional juvenile facilities.**

Suggested Activities/Approaches:

- Provide training to help individuals better identify institutional child abuse and provide training on reporting procedures. Proposals must show a collaborative effort and support from the Department of Juvenile Services.

Desired Outcomes:

- Individuals working in institutional juvenile facilities are better equipped to identify child abuse and neglect and understand reporting procedures.

**d. Enhance interventions for child abuse or neglect victims who have disabilities, cognitive impairments, or other serious health conditions.**

Suggested Activities/Approaches:

- Training for investigative and intervention personnel on working with child victims with disabilities.

Desired Outcomes:

- All investigative and intervention personnel are sufficiently trained to work with child abuse and neglect victims with disabilities.

**e. Enhance use of multi-disciplinary teams & Child Advocacy Centers (CAC) to improve screening and response time to suspected child abuse and/or neglect cases.**

Suggested Activities/Approaches:

- Expand and improve multi-disciplinary teams and/or CAC's through additional training. Train-the-trainer programs and trainings that expand to include participants from the region and/or statewide are highly encouraged.

Desired Outcomes:

- Every county in Maryland has a CAC and a fully functional multi-disciplinary team according to the National Children's Alliance accreditation standards.

**2. Understanding the Problem**

This section should include a statement of the problem or need area that the proposed activity/services will address. This need area must be aligned with one of the five (5) CJAC purpose areas and must be supported by a data analysis for a period of at least 2 years.

**3. Organizational Capacity**

The following items must be included in this section:

- a. Description of organization;
- b. Experience of organization related to the field of child welfare;
- c. Policy and values commitment to systems reform in relation to the judicial; administrative, and investigative handling of child maltreatment;
- d. Demonstration of past involvement in innovative programming; and
- e. Titles and names of personnel and percentage of time designated to activities/services (if not yet hired, then job description and duties to be performed and qualifications required).

**4. Proposed Activity**

This part of the application must include a detailed description of the proposed program/service, including:

- Target population
- Number of youth and/or families to be served
- Services to be provided
- How youth and/or families are referred to the program
- When will services be provided (daily, weekly, monthly) and/or what are the hours of operation
- Vendor or service provider (if known)
- Cost per youth and/or family
- How the program will impact/address high-risk youth

Applicants are encouraged to review national best practices and proven/promising program examples in selecting a strategy for implementation. The following are recommended sources:

- National Resource Center for Child Protective Services: <http://nrccps.org/>
- U.S. Department of Health & Human Services, Children's Bureau: <http://www.acf.hhs.gov/programs/cb/resource/childrens-justice-act>
- National Children's Alliance: <http://www.nationalchildrensalliance.org/>

This section should also include past performance and demonstrated effectiveness of existing CJAC projects (if this is a continuation project, list success of existing project to include status of stated goals, objectives, and performance measures).

## **5. Goals, Objectives and Performance Measures**

Each application must include clearly defined goals, objectives, and performance measures.

- Goals - Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year(s).
- Objectives - Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
- Performance Measures - Quantitative ways to objectively measure the degree of success a program will have in achieving its stated objectives, goals, and planned program activities.

## **6. Collaboration**

One of the primary goals of the Children's Justice Act Grant is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for the children and youth in the community. Youth and family partners are key to achieving that goal and their input into proposal development must be included in this section. In addition to family partnerships, the need to engage stakeholders in the community is also an integral component of this call for proposal. This section must also describe the level of cooperation from identified partners as well as general support from the community. **Letters of support must be included in an appendix and referenced in this section.**

## **7. Sustainability**

This section must show your organization's plan towards sustainability for the proposed program. This section should address the following:

1. If other funding has already been committed for the project, identify the source(s) of funding and the amount.
2. If the proposal is currently under consideration by other funders, be sure to disclose this.
3. This section should present your organization's strategy for sustainability once the grant period has concluded (unless the project will conclude concurrently with the funding).



## 8. **Timeline**

**The award period for this grant is October 1, 2013 – September 30, 2014.**

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the program successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline.
- Target dates for task completion

## **F. BUDGET**

Funding for this application comes from the Children's Justice Act grant program. Budgets must be clear and specific. Budgets must reflect one year of spending and, where applicable, be adjusted to reflect actual start dates, furlough/service reduction days, and holidays. The grant cycle will reflect twelve (12) months, October 1, 2013 to September 30, 2014.

The justification sections must contain brief statements that explain each line item and their relevance to the project's goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**. GOCCP reserves the right to reduce budgets. Funds may not be used to supplant (i.e., replace) existing budgets/expenditures.

## **G. DUNS/CCR REGISTRATION**

Provide your DUNS number and CCR expiration date. In an appendix, attach proof of your agency's current CCR registration from [www.sam.gov](http://www.sam.gov). Include a printed screenshot of just the page that lists your DUNS number and CCR expiration date. Please do not include any additional pages (i.e., those containing banking information).

## **H. SIGNATURE PAGES**

The certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency Authorized Official or their duly assigned alternative signatory.**

In order for an alternate signatory to be valid, GOCCP must receive an original, signed, written notification from the applicant agency's Authorized Official (on agency letterhead) every other year stating that an alternate signatory has been designated.

## **VI. SUBMISSION GUIDELINES**

Applicants are required to apply via the GOCCP online Grants Management System (GMS, [www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms)). There are instructional videos and downloadable GMS instruction manuals available online at [www.goccp.maryland.gov/gms-training](http://www.goccp.maryland.gov/gms-training).

In addition to the instruction manual, the GMS contains numerous interactive help buttons. Throughout the system, clicking on a blue question mark button will open an information pop-up box. If you require technical assistance with accessing the online application system, contact the GOCCP Information Technology Department at 410-821-2828 or via email at [support@goccp.fredshdesk.com](mailto:support@goccp.fredshdesk.com)

**In order to use the GOCCP application system, you must have a User Account.**

- All users must be associated with an Organization in the GMS.
- Organizations that are required to pass grant applications through their Executive Office, Mayor's Office, or Board of Commissioners, etc. may not be the Applicant Agency, only the Implementing Agency.

Login credentials may be reset via the GMS login page by clicking on the "Forgot Password?" link. To set up login credentials, users, or organizations, send an email request to [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com)

Once you have logged into the GMS, you will see a list of available solicitations on the Home tab. To apply for CJAC funding, click the apply button in the "Available Funding" dashboard.

In addition to the online submission, you must submit one (1) original hard copy generated by the GMS (bearing original signatures by the Authorized Signature in blue ink for the certifications and anti-lobbying documents) and three (3) copies. If you need assistance with application requirements, please contact Jessica Winpigler at 410-821-2824 or [JWinpigler@goccp.state.md.us](mailto:JWinpigler@goccp.state.md.us).

DO NOT e-mail your grant application to GOCCP. Grant applications or unsolicited amendments to applications arriving after the closing date and time will not be considered. Additionally, proposals submitted by fax will not be accepted.

**Reminder: Electronic filing for this grant opportunity is mandatory.  
-PLEASE NO BINDERS OR FOLDERS-**

**Electronic submission must be completed by 3:00 p.m. on June 18, 2013.  
All of the aforementioned documents must be submitted to GOCCP no later than  
3:00 PM on June 20, 2013.**

## **VII. ADDITIONAL APPLICATION INFORMATION**

### **A. Role of the GOCCP Staff**

The staff of GOCCP will assist the Grant Review Team in evaluating the applications submitted and determining the availability of funds for each local strategy proposed. Following the awards, the Regional Monitor will be responsible for providing technical assistance to the grant award recipients and assistance with program reporting. The Regional Monitor will conduct active program monitoring and site visits to view the implementation of funded programs and to document compliance with all applicable funding regulations.

All applicants will be notified in writing of the outcome of the application after a final funding decision has been made.

### **B. Distribution of Funds & Reporting Requirements**

GOCCP will distribute funds to recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. Reports must be submitted via both signed hardcopy and the GOCCP online GMS.

All programmatic reports are due within 15 days of the end of each quarter; financial reports are due within 30 days of the end of each quarter.

### **C. Multiple Applications**

Multiple proposals may be submitted from a single applicant for each of the CJAC purpose areas. Each proposal should focus on one activity; multi-program proposals will not be accepted.

### **D. Electronic Funds Transfer (EFT)**

The EFT is a direct deposit process that allows the State of Maryland to pay vendors/sub-recipients in a more timely manner. This process also removes the need for paper checks, which take longer to process. GOCCP *strongly encourages* the use of the EFT. To obtain the appropriate **form**, the address to submit the form, and a general overview, including FAQ's, refer to the following website:

[http://compnet.comp.state.md.us/General Accounting Division/Vendors/Electronic Funds Transfer/](http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/)

## **VIII. APPLICATION WORKSHEET**

### **Notice to All Applicants:**

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016.

### **A. Face Sheet Tab Instructions**

#### **PROJECT TITLE**

The project title should be brief, precise, and reflect what is being funded. See Section V-A.

#### **APPLICANT AGENCY**

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funding (See NOFA for Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc.) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

If your Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then your Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

#### **AUTHORIZED OFFICIAL**

You may view the contact information for either agency's Authorized Official by clicking their underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

#### **IMPLEMENTING AGENCY**

The name of the entity that is responsible for the actual operation of the project. Full details about the Implementing Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. Contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us) to make any revisions.

**'Is service site?' CHECKBOX**

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

**PROPOSED START/END DATES**

Indicate the desired start and end dates for the project. **Start and end date are determined by the parameters of the NOFA** and are filled in automatically. Projects may not exceed 12 months or commence before the NOFA defined start date.

**PREPARER INFORMATION**

Enter the Name of the person completing the application and their phone number.

**B. Officers Tab Instructions**

To add a new officer or contact to the GMS, contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

**PROJECT DIRECTOR**

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

**FISCAL OFFICER**

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/or job title.

**CIVIL RIGHTS CONTACT**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/or job title. If the person you need to select is not in the system, provide the necessary information listed at [www.goccp.maryland.gov/grants/access-to-gms.php](http://www.goccp.maryland.gov/grants/access-to-gms.php) to [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

**C. Service Sites Tab Instructions**

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box(es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five). For example:

Location One

Site Name: **Anytown Police Department**  
Address: **123 Main Street**  
**Some City, MD 21000-0570**

Location Two

Site Name: **Anytown Sheriff's Office**  
Address: **795 Main Street**

## Some Other City, MD 21030-1014

### D. Summary Tab Instructions

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided on page 5 of this NOFA for your project summary.

### E. Narrative Tab Instructions

Provide a description of the training to be attended, program timeline, and potential for information sharing. The contents for the narrative are explained on pages 5 - 8 of this NOFA. Narrative must be in a 8-section, outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

### F. Budget Tab Instructions

You must complete a detailed budget for your proposed project. Each budget line item must include a justification entry. All 'Total Budget' fields must be rounded to the nearest whole dollar.

Refer to the GMS training videos for further instructions <http://www.goccp.maryland.gov/gms-training>.

## PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project.** If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

Add Budget Revision Original Grant Application Budget Original Budget Previous Budget Print Refr							
Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget		
?	Personnel	\$33,000.00	\$0.00	\$0.00	\$33,000.00		
	Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.
▼	Community Outreach Coordinator					\$22,000.00	
	Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	<a href="#">[View/Edit]</a>
	Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	<a href="#">[View/Edit]</a>
▼	Community Outreach Trainer					\$11,000.00	
	Community Outreach Trainer	Salary	Grant Funds	Annual	\$40,000.00	\$10,000.00	<a href="#">[View/Edit]</a>
	Community Outreach Trainer	Fringe	Grant Funds	Annual	\$10,000.00	\$1,000.00	<a href="#">[View/Edit]</a>

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.

- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Patrols – 25 Officers).

Note: Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities.

Annual salary is \$60,000. She will be devoting 33% of her time to this project. We are requesting  $\$60,000 \times .33 = \$20,000$  in grant funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary.  $\$20,000 \times .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting  $\$40,000 \times .25 = \$10,000$  in grant funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary.  $\$10,000 \times .10 = \$1,000$

## OPERATING EXPENSES

Unallowable costs include, but are not necessarily limited to postage, printing, rent, indirect costs, fax, food, and miscellaneous items. See page 4 for unallowable costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

## TRAVEL

Travel		\$1,050.00	\$0.00	\$0.00	\$1,050.00
<div> <span>?</span> <span>Add new record</span> <span>Refresh</span> </div>					
Description	Funding	Quantity	Unit Cost	Total Budget	Just. Edit Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	<a href="#">Just.</a>
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	<a href="#">Just.</a>
<input type="text" value="Hotel"/>	<input type="text" value="Grant Funds"/>	<input type="text" value="5.00"/>	<input type="text" value="\$101.40"/>	<input type="text" value="\$507"/>	

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: 56.5 cents/mile as of 1/1/2013.

Maximum Per Diem/Meal Allowance is \$42/day (\$8 Breakfast, \$10 Lunch, \$24 Dinner).

## CONTRACTUAL SERVICES

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines.\* Construction projects are ineligible for funding under grant programs and expenses for construction may not be included. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

\* A copy of all contracts associated with items listed in the Contractual Services category must be included with your application. The maximum daily rate for a consultant is must be reasonable and well-documented in accordance with OMB Circular A-21.

## EQUIPMENT

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The value of trade-ins and discounts should be shown as a deduction. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the GOCCP Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the GOCCP Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

## OTHER

Include all other anticipated expenditures which are not included in the previous categories such as registration fees and program supplies. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

## G. Print Tab Instructions

The Print tab allows users to generate a .pdf version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have 'pending submission' printed at the top of the application pages.

The Application Status must read 'Awaiting Hard Copy' before generating a final .pdf The final .pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to GOCCP before the hardcopy deadline.

## H. Application Status dropdown instructions

The screenshot shows a web application interface for 'Grant Management'. At the top is a navigation bar with links: Home, Grant Management, Address Book, Admin, and Logout. Below this is a sub-header 'Grant Management - Application Search'. The main content area features a table with the following columns: App. Number, Grant Number, Req. Funds, Match Funds, Match %, Project Dates, Title, and Application Status. A single row is displayed with the following data: [Unassigned], [Grant Number], \$1,053.00, \$0.00, 0.00%, 03/01/2013 - 03/31/2013, Financial Investigations Proc..., and a dropdown menu for Application Status. The dropdown menu is open, showing options: Submit Application, Pending, Cancel Application, and Submit Application. Below the table, there is a 'Grant Application Menu' section with a 'PRINT REPORT' button.

App. Number	Grant Number	Req. Funds	Match Funds	Match %	Project Dates	Title	Application Status
[Unassigned]		\$1,053.00	\$0.00	0.00%	03/01/2013 - 03/31/2013	Financial Investigations Proc...	Submit Application

Grant Application Menu

PRINT REPORT



After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After GOCCP has received your signed hardcopy(ies), the status will appear as 'Hardcopy Received'.

## **I. Signature Pages**

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) each year stating that an alternate signatory has been designated.

## **J. Documents Tab Instructions**

If there are any additional required forms or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process.

## **K. Audit Findings / Corrective Action Plan**

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.



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The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016.